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**Sent:** Friday, May 7, 2004 1:17 PM  
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**Subject:** Minutes for April 2004 QC Meeting

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**April Drug Analysis Laboratory QC Meeting, 05-04-04**

Present: Dr. Harvey George, Charles Salemi, Allan Stevenson, Margaret DiNatale and Peter Piro.

1. Balance QC was checked and signed off by Dr. George and Margaret DiNatale.
2. UV/VIS quality control was checked and signed off by Margaret DiNatale.
3. IR quality control was checked and signed off by Margaret DiNatale.
4. GC/MS quality control was checked and signed off by Dr. George.
5. The reagent book was checked and signed off by Margaret DiNatale.
6. A log book for standards/controls used in the GC/MS lab was submitted at the meeting. It was checked and signed off by Dr. George.
7. There was no update on the status of the hoods in Rooms 361/362.
8. ASCLD certification was discussed and the need for funding.
9. Charles Salemi submitted a written SOP for monthly sample audits.
10. Written results of the March/April sample audits were checked and signed off by Dr. George.
11. The Drug Laboratory is requesting exemption from the new notary requirements. The last day of our temporary exemption expires on May 15<sup>th</sup> of 2004.
12. Quality control ensuring two analyst on routine powders will continue for the next few months while this new policy is incorporated.